

SPA POSITION DESCRIPTION FORM (PD-102-CB)

A current organizational chart (including the placement of the proposed new position or reallocation) must be included when submitting this document for review. A scanned copy of this form with all required signatures and the organizational chart should be attached to the position ePAR request in ConnectCarolina. The original signed copy should be maintained in the departmental files.

1. POSITION DATA:				
Action Requested:	<input type="checkbox"/>	New Position	<input type="checkbox"/>	Branch/Role Change
	<input type="checkbox"/>	Competency Change	<input checked="" type="checkbox"/>	Update Position Duties Only
		CURRENT (if applicable)	REQUESTED	
Position # (8 digits):	00099999		N/A	
Name of Employee in Position:	Renee Rogers		N/A	
Branch/Role/Competency:	Business Services Coordinator (J)		N/A	
Working Title:	Business Services Coordinator		N/A	
2. DEPARTMENT DATA:				
Name of Position Supervisor:	Chase Chatterly	School/Division Name:	College of Numeric & Natural Sciences (CNNS)	
Supervisor's Title:	Department Manager	Department Name:	Chemical Engineering	
Supervisor's Position #:	01023456	Department #:	162133	
3. PRIMARY PURPOSE OF ORGANIZATIONAL UNIT:				
<p>The Chemical Engineering Department is a large unit within the College of Numeric & Natural Sciences, with 40 faculty, 50 staff, 250 graduate students, 50 postdoctoral research associates, and over 500 undergraduate majors. The majority of the faculty are research active as well as provide supervision of post-doc, graduate, and undergraduate research activities. Research is funded by both private and federal agencies, such as NSF, NIH, Army, Navy, and DOE, and the department maintains research partnerships with other UNC departments, UNC system institutions, and other colleges/universities world-wide, with total expenditures in excess of \$20 million annually.</p>				
4. PRIMARY PURPOSE OF THIS POSITION:				
<p>The primary purpose of this position is to provide management and planning for all proposal-related activities in the department, working directly with faculty and related researchers to submit proposals, manage awarded grant accounts totaling approximately \$1 million, and provide training and resources on grant-related topics. This position also provides broader administrative support to a number of faculty.</p>				
5. CHANGE IN RESPONSIBILITIES OR ORGANIZATIONAL RELATIONSHIP:				
<p>This position now has greater responsibilities in maintaining consistency in proposals and grant-related procedures, and is now solely responsible for creating, maintaining, and updating department-wide grant resources as well as providing training to department faculty and staff on grant-related policies and procedures.</p>				

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6.	DESCRIPTION OF WORK:		
	<ol style="list-style-type: none"> Describe the duties and responsibilities of this position. Place an asterisk (*) next to each essential duty (those job duties without which the position could not exist). In the left-hand column, indicate the percent of time the employee spends in each element. The percentage amounts should add up to 100%. Each function should be in increments of 5%. No more than 5% may be "Other duties as assigned". 		
ADA	#	%	Duties and Responsibilities
*	1	35%	Proposal Development: <ul style="list-style-type: none"> Prepares budget for proposals and related University forms and/or reviews those already prepared, including overhead/fringe calculations, appropriate salary/positions, equipment, etc. Prepares proposal components, including creating/editing cover page, table of contents, biographical sketches, bibliography, etc. Coordinates routing of proposals through Department/School/College/Research for signature approval and submission. Maintains knowledge of electronic submission procedures for various funding agencies (DOE, NSF, NIH, etc.) to assist faculty with submissions. Serves as primary department contact with IRB and Office of Sponsored Research. Monitors timelines and keeps faculty aware of relevant deadlines.
*	2	35%	Grant Management: <ul style="list-style-type: none"> Performs all financial transactions for assigned grants, working closely with PIs, OSR, and multi-institutional or multi-department research partners throughout the grant cycle. Monitors spending on grants (FMBO, summary statements, P card statement reconciliation, MMD statements, travel accounting, cost-sharing, etc.) and prepares and track "spend down" plans for ending grants and/or completes no-cost extensions as needed. Completes grant close-out transactions and reporting.
	3	15%	Faculty Administrative Support: <ul style="list-style-type: none"> Provides general administrative support to assigned faculty, including (non-grant) travel accounting, P-card transactions, supply orders, mailings, calendar and scheduling, etc.
*	4	10%	Grant Training & Resources: <ul style="list-style-type: none"> Creates, maintains, and updates Department's Proposal Procedure Guide, in consultation with OSR and the Faculty Support Manager. Creates, maintains, and updates templates for Department equipment proposals for use by research faculty and support staff. Creates, maintains, and updates templates for Department fellowship proposals for use by research faculty and support staff. Maintains the Department's intranet resources website. Provides training (both department-wide and one-on-one) on grants processes and changes to grant processes.
	5	5%	Additional Duties: <ul style="list-style-type: none"> May include, but not limited, to: intermittent classroom support for faculty (material preparation, etc); back-up for, or training of, other administrative staff; coordinating IT service requests on behalf of faculty; and similar administrative duties.

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7.	<p>COMPETENCIES REQUIRED FOR THE POSITION: Knowledge, skills, and abilities required for this position. For detailed descriptions of the competency standards, please see: http://www.osp.state.nc.us/Guide/CompWebSite/Classification/classification.htm.</p>		
	<p>Business & Records Administration: Ability to understand, follow, and explain established University procedures for sponsored research and accounting processes, and ability to collect information for reporting and tracking. Must be able to maintain proper accounting and proposal records consistent with University records requirements.</p> <p>Financial Management: Must be able to serve as a resource for research personnel on sponsored research rules and procedures for financial processes and submission processes. Must be able to keep up with multiple accounts to protect against overages and keep research personnel informed on the financial status of grants.</p> <p>Information Processing & Decision Making: Ability to apply defined rules to complex situations, prepare documents, and compile and organize financial information.</p> <p>Communication: Must be able to explain complex procedures to a diverse population, including personnel for whom English is a second-language. Must be able to write procedural information clearly and accurately. Must be able to communicate clearly with external boards and agencies and with other University department management and researchers.</p> <p>Planning & Organizing Work: Must be able to maintain and coordinate multiple long-term processes with frequent hard deadlines. May train others to execute processes.</p>		
8.	<p>EDUCATION AND EXPERIENCE REQUIRED: What educational background is needed to perform these duties and responsibilities? What kind of work experience is needed?</p>		
	<p>Bachelor's degree in business administration or a related discipline; or an equivalent combination of training and experience. All degrees must be received from appropriately-accredited institutions. Experience working with sponsored research is preferred.</p>		
9.	<p>LICENSE OR CERTIFICATION REQUIRED BY STATUTE OR REGULATION:</p>		
	<p>None.</p>		
10.	<p>OTHER POSITION CHARACTERISTICS OR ESSENTIAL POSTING REQUIREMENTS: Indicate any other significant characteristics of the position that are significant in evaluating this position's branch and role.</p>		
	<p>May require occasional overtime, weekends, especially during times of proposal deadlines or reporting deadlines. Proficiency with Microsoft Excel. Ability to use standard office equipment, (copiers, fax, scanner, multiline phone, etc.). Attention to detail and ability multi-task in a fast-paced environment is necessary.</p>		
11.	<p>SPANS AND LAYERS VERIFICATION: <i>NOTE:</i> If the number of direct reports is less than 4 employees, then the Dean or Vice Chancellor's signature is required in Section 12 (Certification).</p>		
	Does this position supervise other permanent employees?	YES	X NO
	If YES, then enter number of direct reports:	n/a	

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12.	<p>CERTIFICATION: Employee signature is required if position is currently filled. Supervisor's signature and one higher level signature may be required depending on the unit's protocols. For supervisory positions, the Dean or Vice Chancellor's signature is required if the position supervises less than four permanent employees. See Section 12, Certification on CB Position Description, instructions for more information.</p>
	<p>Supervisor's Certification: <i>I certify that the information provided on this position description is a complete and accurate description of this position's responsibilities and duties and that I have verified (and reconciled as needed) its accuracy and completeness with the incumbent employee.</i></p> <p>Signature: _____ Title: _____ Date: _____</p> <p>Employee's Certification: <i>I certify that I have reviewed this position description and that it is a complete and accurate description of my responsibilities and duties.</i></p> <p>Signature: _____ Title: _____ Date: _____</p> <p>Department Head or Authorized Representative's Certification: <i>I certify that this is an authorized, official position description of the subject position.</i></p> <p>Signature: _____ Title: _____ Date: _____</p> <p>Dean's or Vice Chancellor's Signature Certification: <i>I certify that this position description, completed by the above named supervisor, is complete and accurate and/or certify this exception to the Spans and Layers guidelines.</i></p> <p>Signature: _____ Title: _____ Date: _____</p>

Attach a current organizational chart and return to your assigned Classification and Compensation Consultant, Office of Human Resources, CB# 1045.